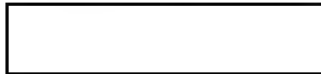


17 June 1977

MEMORANDUM FOR: Suggestions Award Committee

FROM :



SUBJECT : Improving Utility of Headquarters Building Space

1. It is difficult to suggest a major alteration to the building without anticipating the single most compelling reason for its disapproval - Cost. However, I have balanced the pros and cons for the suggestion and decided it was worth your consideration.

~~Enclose the center Headquarters Building courtyard in a tasteful, utilitarian manner, using as much of the natural light that now exists as possible to maintain an airy atmosphere.~~

2. The renovation would provide a positive relief from the Headquarters Building space crunch and allow, as I see it, consolidation of "services" units as well as a permanent "CIA museum" area (that I understand is under active consideration) in the center core of the building. I see the renovation as adding a glass arboretum-like roof to the existing windowed walls. A raised floor in at least part of the court might also be considered.

3. Arched entrances amongst the existing windows would allow entry into the center core where the following offices could be located:

- . Public Affairs
- . The Credit Union
- . The EAA - Store and Ticket Services
- . Insurance
- . A permanent CIA Display Area
- . Etc.

Advantages:

- . ~~relieve building office space squeeze~~
- . ~~centralize services operations and other units that may be on "public" display~~
- . ~~add to the overall beauty and utility of the Headquarters Building~~



STAT